

CourseTrak Overview

Below you will find an outline of how to register, add courses, and add units to CourseTrak. You will also find a list of the 4 pieces of information you need to include in each unit. If you have any questions please contact Scott Moran.

Directions for Starting CourseTrak

- 1) Register yourself at www.dcsoursetraker.com

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The screenshot shows the CourseTrak login interface. At the top, the 'CourseTrak' logo is displayed in a large, stylized purple font, with the text 'Powered by bluespace creative' underneath. Below the logo, there are two input fields: 'Username' and 'Password', each with a placeholder text 'TYPE USERNAME' and 'TYPE PASSWORD' respectively. To the right of the password field is a purple 'LOGIN' button. Below the login fields, there is a link 'Forgot Your Password?' and a purple button labeled 'DON'T HAVE AN ACCOUNT? CLICK HERE TO REGISTER'.

- 2) Set up course
 - A) Click on "+Course"

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The screenshot shows the CourseTrak dashboard for a user named 'smoran' at 'School: Central Office'. The dashboard has two tabs: 'MY COURSES' and 'DISTRICT COURSES', with 'DISTRICT COURSES' being the active tab. Below the tabs, there is a navigation bar with months from Aug to Jun and an 'All C' button. A 'COURSE' section is visible, containing a table with columns for 'COURSE NAME', 'SUBJECT AREA', 'GRADE', and 'CLASS'. Below the table, there is a message: 'No courses have been added.'

Expectations and Must have's

- 1) Unit title
- 2) Objectives for that unit
- 3) Assign Iowa Core standards to each objective
- 4) Upload summative assessments

Only need one map per course.

Example; One entry for Algebra I even though multiple teachers teach Algebra I or only one map for 4th Grade Math. This will allow all of our teachers with common courses to be on the same page. This also helps ensure proper alignment with Iowa Core both for our purposes and State reporting.

For those with multiple courses,
MS Electives: one per quarter
HS Electives: one per semester

****If you use a planning document that already contains your objectives, indicate that in the objectives text box, and upload the document under "Lesson". Make sure that you still assign Standards to the objective for that lesson for reporting purposes.**